SAP Training

TM330
Charge Object
Maintainer

Slide 1

State of North Carolina
Office of the State Controller

Welcome to the BEACON SAP TM330 – Charge Object
Maintainer training.

Notes:

Prerequisites

Prior to attending this course you should have taken the following prerequisites:

- Beacon Overview - BC100
- SAP Basic Navigation - BC110
- Time Overview – TM200

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Notes:

There are three pre-requisites that you must take before attending this class. Attending these pre-requisites ensures that you are prepared to learn the new processes, concepts, terms, and data entry skills that are covered in this course.

SAP Training — Welcome

Welcome to the Charge Object Maintainer course.

• Introductions

• Sign the Training Attendance Sheet

• Classroom Etiquette

• Cell phones off

• No side conversations

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The course introduction is an opportunity to get to know the others who are attending this class as well as agree on classroom courtesy. The instructor will inform you about the facilities and when breaks will occur.

Please make sure you receive the credit you deserve for attending this class by signing the attendance sheet.

Notes:

Course Map

Lesson 1: Charge Object Process Overview

Lesson 2: Create and Maintain Charge Objects

Lesson 3: Charge Object Reporting

Lesson 4: Course Review

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Notes:

Course Objectives

Upon completion of this course, you should be able to:

• Describe charge objects and their usage in BEACON SAP.

• Describe charge object roles and responsibilities.

• Create and maintain charge objects.

• Execute charge object reports.

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Notes:

This course is designed to provide you with knowledge and skills necessary to perform charge object creation and maintenance in SAP.

Welcome: Strategy for Training

- **Tell me**   **Concepts**
  Instructor will discuss the process, responsibilities, and describe the transactions – LISTEN

- **Show me**   **Demonstrations**
  Instructor will demonstrate job-related tasks performed in SAP – HANDS OFF

- **Let me**   **Exercises**
  Student will complete the exercises which allows for hands-on practice in class – HANDS ON

- **Support me**   **Availability**
  Instructor will be available to answer questions while the students complete the exercises

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The Charge Object Maintainer Student Guide provides a copy of the PowerPoint slides used during classroom training. You will observe that space is provided for you to write notes. You can use the guide as a reference when you return to the workplace. For example, you can use the exercises for practicing in the SAP Training Environment.

Notes:

Course Map

Lesson 1: Charge Object Process Overview

Lesson 2: Create and Maintain Charge Objects

Lesson 3: Charge Object Reporting

Lesson 4: Course Review

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Notes:

Lesson Objectives

Upon completion of this lesson, you should be able to:

– Describe charge objects and their usage in BEACON SAP.
– Describe charge object roles and responsibilities.

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<u>Notes:</u>

New Terms and Concepts

- Cross Application Timesheet (CATS)
- Charge Objects
- Charge Object Hierarchy
  - Primary Charge Object
  - Activity
  - Element
  - Sub-element
- Charge Object Maintainer
- Data Entry Profiles
- Employee Self-Service (ESS)
- Upload

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Notes:

Cross Application Timesheet (CATS) – Acronym in SAP for the Cross Application Time Sheet

Charge Objects – Agency designated codes that may be used during time entry for tracking purposes

Charge Object Hierarchy – An agency may choose to use 1-4 levels of the charge object hierarchy.

- **Primary charge object** – 1st level of an Agency's charge object hierarchy
- **Activity** – 2nd level of an Agency's charge object hierarchy
- **Element** – 3rd level of an Agency's charge object hierarchy
- **Sub-element** – 4th level of an Agency's charge object hierarchy

Charge Object Maintainer – The Charge Object Maintainer role creates and manages the agency-specific charge objects.

Data Entry Profiles – Used by Time Administrators during time entry to choose layouts setup for 1-4 levels of charge objects

Employee Self-Service (ESS) – Portal used by some agencies to enter time against charge objects

> **Note:** ESS users will have to go through BEST Shared Services to have the appropriate data entry profile set up. They can not change this themselves.

Upload – Process of uploading charge objects from a file to BEACON SAP

Charge Objects

- Charge Objects – Agency designated codes that may be used during time entry for tracking purposes.
    - Can track hours against:
        - Projects
        - Funds
        - Grants
        - Programs
        - Other agency defined structures
    - May include details about activity types and/or specific tasks.
    - Hours recorded to Charge Objects will be available for reporting.

Note: Reporting the cost of those hours recorded to a charge object is not supported in BEACON.

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Notes:

Time is entered using in the Cross Application Timesheet (CATS) using specific charge object data entry profiles.

Example: Charge1L

Each Agency using charge objects will maintain its own list of charge objects in the BEACON SAP system.

Note: The Charge Object fields also accept free-form entries.

Charge Object Hierarchy

Primary Charge Object -Object ID (12 Character Max)

Object Definition (40 Character Max)

Validity Dates

Activity - Object ID (12 Character Max)

Object Definition (40 Character Max)

Validity Dates

Element - Object ID (12 Character Max)

Object Definition (40 Character Max)

Validity Dates

Sub-element - Object ID (12 Character Max)

Object Definition (40 Character Max)

Validity Dates

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Notes:

An agency may choose to use 1-4 levels of the charge object hierarchy.

The 4 levels are optional. Agencies using just a single number, up to 12 digits, may continue to use just that identifier.

An employee's view of available Charge Objects will be managed by their Org Unit assignment.

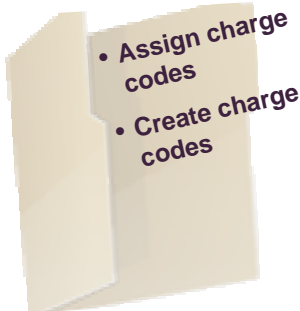**Note:** The Charge Object fields also accept free-form entries.

Time Roles and Responsibilities

The Charge Object Maintainer creates and manages the agency-specific charge objects that are available for employees to charge their time to within their agencies.

Charge Object Maintainer
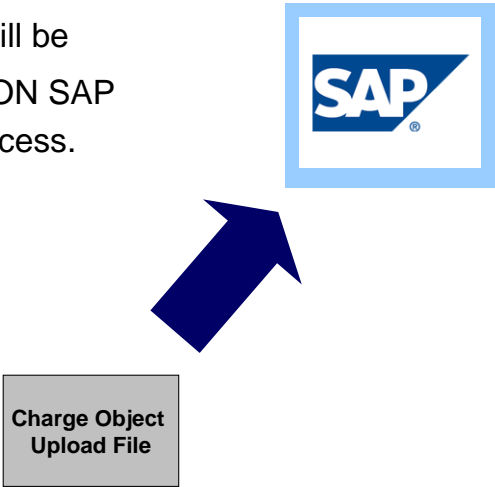
- Assign charge codes
- Create charge codes

Notes:

Charge Object Upload Process:

- Enter Agency's charge objects in the charge object upload file.
- Upload the file via transaction **ZPTA030 - Load Charge Object Assignments.**
- Communicate list of valid charge objects to employees and Time Administrators.

Notes:

Time Entry Using Charge Objects

- Charge objects are used during time entry by employees in the ESS Portal and Time Administrators in BEACON SAP.
- Time Administrators use specific Data Entry Profiles for 1-4 charge objects.
- The charge object field is a free form text entry.
- Therefore, it is important that all employees and Time Administrators in Agencies using charge objects have the list for use.

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Tip: Since the charge object fields are free form text entry, it is a good idea to monitor charge object usage to check for accuracy. Reports for this are covered in lesson topic three of this course.

Notes:

Walkthrough #1.1

- **Log On To SAP**
  - You need to log on to the SAP training client so that you can complete course exercises.
- **Instructions**
  - Use the steps and data provided below to log on to SAP in the classroom.
    1. Access the SAP portal web page.
       - https://trg.mybeacon.nc.gov
    2. Enter the User ID and password that is assigned to your classroom PC.
    3. Click the Log on button.
    4. Click Yes to confirm the security message displayed.
    5. Click on the SAP GUI tab.
    6. Click on the training client specified by your Instructor.
    7. Stop when you have reached the SAP Easy Access screen.

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Notes:

Knowledge Check

1. True or False – The Charge Object Maintainer enters time for employees against charge objects.

2. Which of the following is correct?
   A. Each Agency must use charge objects.
   B. Cost reports can be generated for time entered against charge objects.
   C. An Agency may elect to use one, two, three, or four levels in their Charge Object Hierarchy.

3. True or False – Charge objects are created in SAP via an upload process.

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Notes:

Lesson Review

In this lesson, you learned to:

- Describe charge objects and their uses in BEACON SAP.

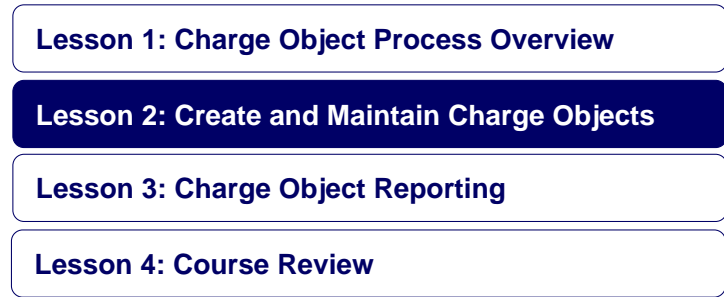- Describe charge object roles and responsibilities.

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Notes:

Course Map

Lesson 1: Charge Object Process Overview

Lesson 2: Create and Maintain Charge Objects

Lesson 3: Charge Object Reporting

Lesson 4: Course Review

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Notes:

Lesson Objectives

Upon completion of this lesson, you should be able to:

- – Create and maintain charge objects.

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Notes:

New Terms and Concepts

BEACON
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- Org. Unit
- Position
- Infotype 9015

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Notes:

- **Org. Unit –** An Organizational Unit (org unit) is the functional unit of the State of North Carolina. An org unit can be the State of North Carolina, Agencies/departments, divisions, sections, branches, work groups, or units throughout the organization. Charge objects for an Agency are created within the appropriate org unit. Employees may only view charge objects within their org unit. Org units are maintained by an OM Administrator at BEST Shared Services.

- **Position -** A Position is described by a job and held by a **person**. In Beacon SAP terms, a person is a holder of a position, and is not a holder of a job. When a person is hired using the PA modules, he or she is assigned to a position that resides in an organizational unit. It is important to remember that an employee's personnel record will contain the Position name and number, Org Unit name and number, and Job name and number as well as the person's name and personnel number. In BEACON SAP, position numbers are assigned sequentially. There is no set numbering convention.

- **Infotype 9015 –** This record in BEACON SAP holds the Charge Object Assignment information. This 9015 Infotype record is created during the charge object process.

Create and Maintain Charge Objects

- As stated in the overview section of this course, the creation of charge objects in BEACON SAP is accomplished via an upload process.

- Maintenance of existing charge objects is performed by the Charge Object Maintainer or by the BEST Shared Service Center.

  – Charge objects associated with org units are displayed/maintained using transaction Maintain Charge Org Unit - PO10

  – Charge objects associated with positions are displayed/maintained by using transaction Maintain Position - PO13

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Notes:

Help:

1.   BEACON Online Help @

   http://help.mybeacon.nc.gov/beaconhelp

2. BEST Shared Service Center:

   Phone: 919-707-0707
                       1-866-NCBEST4U (outside Raleigh)

   Fax: 919-855-6861

   email: **best@ncosc.net**

Preparing the Upload File

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1. **Location –** You can upload a file from your local PC or from a server directory.

2. **File type –** The upload file must be saved as a tab delimited text file.

3. **File name –** The upload file can have any name. However, it is a good idea to name it with identifiers such as Charge Object, Agency abbreviation, and date.

4. **Enter charge object data –** The data in the upload file must be entered in accordance with the column layout and data lengths described on the next page.

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Notes:

Modify the BEACON Charge Object template in Microsoft Excel (or text editor of your choice) with your Agency's charge object data.

Be sure to save the file as tab delimited text file.

In Microsoft Excel, to save as tab delimited text file:

1. From Excel menu, select **File > Save As** to access the Save As dialog box.
2. In the File Name field, enter the name of your file. Example – ChargeOjbct_OSC_2007.txt
3. In the Save As field, select **Text (Tab delimited) (*.txt)** from the drop down list.
4. Click the **Save** button.

Upload File Example

O = Org Unit P = Position

Valid from/to dates MM/DD/YYYY

Activity abbreviation & description

Sub-element abbreviation & description

O	10000001	1/1/2007	12/31/9999	COBJ1010	chg obj 1001z	ACT2001	act 2001	ELE3001	elem 3001	SUB4001	subele 4001
O	10000001	1/1/2007	12/31/9999	COBJ1010	chg obj 1001	ACT2001	act 2001	ELE3001	elem 3001	SUB4002	subele 4002
O	10000001	1/1/2007	12/31/9999	COBJ1010	chg obj 1001	ACT2001	act 2001	ELE3001	elem 3001	SUB4002	subele 4002
O	10000001	1/1/2007	12/31/9999	COBJ1010	chg obj 1001	ACT2001	act 2001	ELE3001	elem 3000	SUB4002	subele 4002
O	10000001	1/1/2007	12/31/9999	COBJ1010	chg obj 1001	ACT2001	act 2001	ELE3001	elem 3000	SUB4002	subele 4002
O	10000001	1/1/2007	12/31/9999	COBJ1010	chg obj 1001	ACT2001	act 2001	ELE3001	elem 3000	SUB4002	subele 4002

ID of Or Unit or Position

Charge Object abbreviation & description

Element abbreviation and description

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Notes:

Instructor Note: Hand out the sample upload file for discussion.

Column Layout:

- O = Org Unit; P = Position
- ID of O or P above
- Valid from date MM/DD/YYYY
- Valid to date MM/DD/YYYY
- 12 char Charge Object abbreviation
- 40 char Charge Object description
- 12 char Activity abbreviation
- 40 char Activity description
- 12 char Element abbreviation
- 40 char Element description
- 12 char Sub-element abbreviation
- 40 char Sub-element description

Instructor Demonstration #2.1

Prepare Charge Object Upload File

• You wish to prepare the Charge Object Upload File using Excel based on your Agency's desired charge object structure.

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Refer to your exercise guide for data and additional instructions.
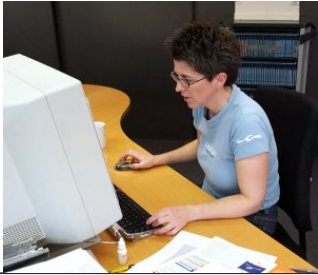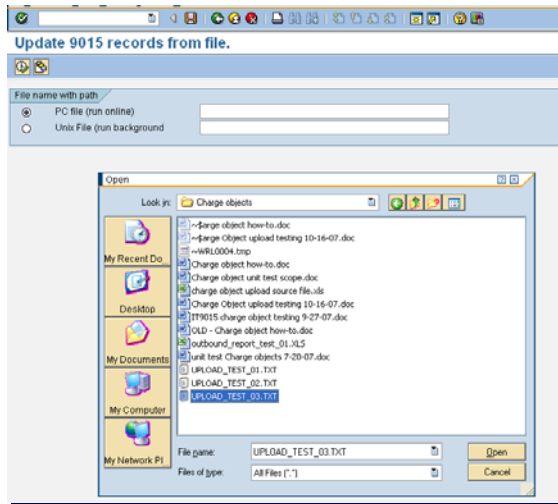
Notes:

Exercise #2.2

Prepare Charge Object Upload File

• You wish to prepare the Charge Object Upload File using Excel based on your Agency's desired charge object structure.

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Refer to your exercise guide for data and additional instructions.

Notes:

Load Charge Object Assignments

Step 1 – Access transaction ZPTA030

Step 2 – Select the file

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Continued…

Notes:

Load Charge Object Assignments *(continued)*

Step 3 – Execute
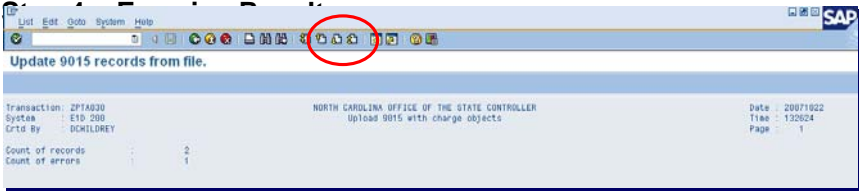
Update 9015 records from file.

File name with path
- ⦿ PC file (run online)   T:\T Drive\Functional\Teams\Time\Don's testing
- ○ Unix File (run background

Update 9015 records from file.

Transaction: ZPTA330   NORTH CAROLINA OFFICE OF THE STATE CONTROLLER   Date : 20071022
System : E1D 200   Upload 9015 with charge objects   Time : 132624
Crtd By : DCHILDREY   Page : 1

Count of records   :   2
Count of errors   :   1

Note: Use the Page Down button to access page 2 of the results.   *Continued…*

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Note: You can upload a file from your local PC or from a server directory.

Notes:

Uploading Charge Object File *(continued)*

Step 5 – Errors Found On Page 2

```
Transaction: ZPTA030                           NORTH CAROLINA OFFICE OF THE STATE CONTROLLER                    Date : 20071022
System    : E1D 200                                 Upload 9015 with charge objects                            Time : 132624
Crtd By   : DCHILDREY                                                                                          Page :    2

Object Obj ID     Beg date   End date   Charge Obj   Activity    Element     Sub Element    Message

O    14200642    1/1/2007   12/31/9999  COBJ1010999999ACT2001    ELE3001     SUB4002        Charge Object short text should not be more than 12 characters
```

Note: If there are any errors, they will be on page 2 of the results.

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Notes:

Instructor Demonstration #2.3

Upload Charge Object File - ZPTA030

- After preparing the Charge Object Upload File, you wish to upload the charge objects to BEACON SAP.

- Use transaction Upload 9015 Records From File - ZPTA030 to upload your charge object file.

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Notes:

Refer to the Load Charge Object Assignments - ZPTA030 BPP for detailed instructions.

Refer to your exercise guide for data and additional instructions.

Exercise #2.4

Upload Charge Object File - ZPTA030

- After preparing the Charge Object Upload File, you wish to upload the charge objects to BEACON SAP.

- Use transaction code ZPTA030 – Load Charge Object Assignments, to upload your charge object file.

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Refer to your exercise guide for data and additional instructions.

Notes:

Walkthrough #2.5

Maintain Charge Object Assignment – PO10

- You wish to display/maintain a charge object associated with an organizational unit.
- Use transaction code PO10 – Maintain Organizational Units, to enter display/maintain the charge object.

Note: The display/maintenance of charge objects associated with positions functions in a similar manner to this transaction.

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Refer to the Maintain Organizational Units - PO10 BPP for detailed instructions.

Refer to your exercise guide for data and additional instructions.

Notes:

Instructor Demonstration #2.6

Time Entry using Charge Objects – CAT2

- You wish to enter time for an employee against charge objects.

- Use transaction code CAT2 – Enter Time, to enter time against charge based on their approved timesheet.

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Notes:

Refer to the Enter Time – CAT2 BPP for detailed instructions.

Refer to your exercise guide for data and additional instructions.

Knowledge Check

1. True or False – Once uploaded, charge objects are maintained directly in SAP.

2. Which of the following transaction is used to create and maintain charge objects?

   – A – Load Charge Object Assignments - ZPTA030

   – B – Enter Time – CAT2

   – C – Display Working Times – CATS_DA

3. True or False – The charge object upload file must be a tab delimited text file.

FINAL

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Notes:

Lesson Review

In this lesson, you learned to:

• Create and maintain charge objects.

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Notes:

Course Map

Lesson 1: Charge Object Process Overview

Lesson 2: Create and Maintain Charge Objects

Lesson 3: Charge Object Reporting

Lesson 4: Course Review

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Notes:

Lesson Objectives

Upon completion of this lesson, you should be able to:

– Execute charge object reports.

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Notes:

New Terms and Concepts

- Selection criteria

- Personnel Area

- Variants

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Notes:

Selection criteria – Values entered when using a report in BEACON SAP to narrow your search results

Personnel Area – Designates specific agency for Payroll. Used as selection criteria when running the Outbound Time Interface from CATS to File transaction to create a charge object report

Variants – A Variant in SAP is a set of saved selection criteria to be used during data entry or reporting. Described in detail on slide following the Data Entry Profile slide

Reports for Viewing Time Against Charge Objects

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Name	Description	Transaction Code
Display Working Times	This transaction is used to display time entries in BEACON SAP. You may view entries for an employee or a group of employees.	CATS_DA

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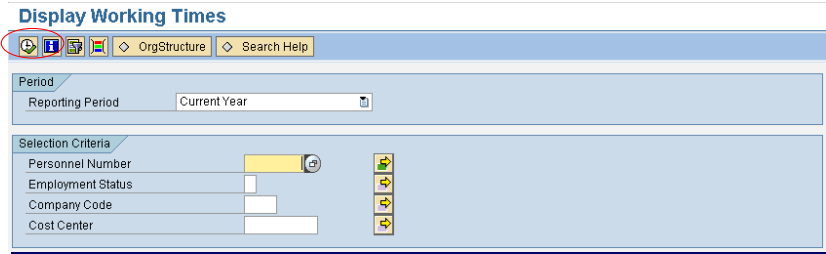The CATS.DA report is for viewing time entered against charge objects in BEACON SAP.

Notes:

When executing a report in SAP, the more specific selection criteria you enter, the better and more useful the data contained in the report.

Use the Reporting Period and Personnel Number fields to limit the results to the employees and time period you wish to view.

Notes:

Display Working Times *(continued)*

Step 4 – Examine results

Step 5 – Scroll horizontally to view charge object, activity, element, and sub-element columns

Scroll to see charge object related columns

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Notes:

Each row for an employee represents time entered for that date.

The charge object, activity, element, and sub-element columns may be displayed using the horizontal scroll bar on the bottom of the results screen.

You may also need to turn on the Charge Object columns using the Change Layout icon.

Walkthrough #3.1

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Display Working Times – CATS_DA

– You wish to view the time entries against charge objects for a specific list of employees.

– Use the transaction code CATS_DA – Display Working Times, to execute and analyze the report.

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Notes:

Refer to the Display Working Times – CATS_DA BPP for detailed instructions.

Refer to your exercise guide for data and additional instructions.

Variants

- A Variant in SAP is a set of saved selection criteria to be used during data entry or reporting.

- Advantages of variants:
  1. Faster entry
  2. Reduced errors
  3. May be used by more than one Charge Object Maintainer

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Notes:

To create a Variant for Record Time Entry:
1. Enter Personnel numbers using Multiple Selection functionality.
2. Click **Save As Variant** button.
3. Enter Variant Name and Description.
4. Click **Save**.

To use a Variant:
1. Click **Get Variant** button or select menu path Goto > Variant > Get.
2. Double-click desired Variant to select.
3. SAP will populate CATS.DA with Personnel numbers in Variant.
4. Modify and enter data as needed.

Note: You may change variants by saving the new variant with the same name. The system will warn you that the variant will be overwritten.

Walkthrough #3.2

Create Variant – CATS_DA

- You wish to create a variant for Display Working Times to allow you to quickly view time entries for a group of employees.

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Notes:

Refer to your exercise guide for data and additional instructions.

Printing/Downloading Reports in SAP

Though most reports are designed to be used online with analysis features such as sorting and filtering, some reports in BEACON SAP may be printed or downloaded.

To print:
1. Click the **Print** icon 🖨.
2. Select the **Output Device LOCL** for your local default printer.
3. Enter Number of Copies and click the **OK** button.

To download :
1. Select menu **System > List > Save > Local file**.
2. Select Spreadsheet file type and click **Ok** button.
3. Enter **File location** and **Name**.
4. Click the **Generate** button.

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Notes:

Lesson Review

In this lesson, you learned to:

- Execute charge object reports.

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Notes:

Course Map

Lesson 1: Charge Object Process Overview

Lesson 2: Create and Maintain Charge Objects

Lesson 3: Charge Object Reporting

Lesson 4: Course Review

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Notes:

Course Review

In this course, you learned to:

- Describe charge objects and their usage in BEACON SAP.

- Describe charge object roles and responsibilities.

- Create and maintain charge objects.

- Execute charge object reports.

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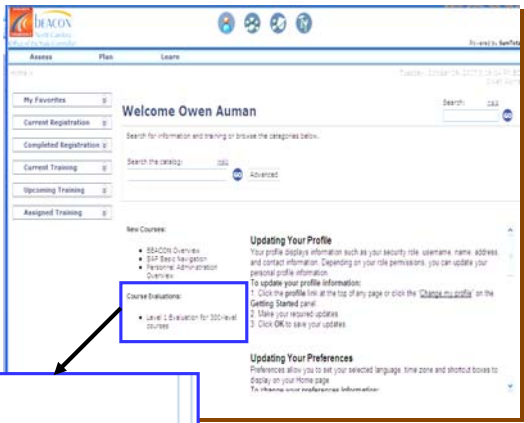State of North Carolina
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Notes:

Level 1 – Course Evaluation

Level 1 evaluations are used by the BEACON Training Team to ensure students are experiencing their instruction in an environment and method that is conducive to learning.

Course Evaluations:

- Level 1 Evaluation for 300-level courses

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Notes:

Level 1 Evaluations

The Level 1 evaluation for 100 and 200 level classes will continue to be accessed as directed in previous instructions (**Learner Home Page > Learn > Evaluations**).

The Level 1 evaluations for 300 level classes are hosted outside of the LMS by zoomerang. A link to the evaluation has been placed on the Learner home page within the Core Users section of the BEACON University in the New Courses section as shown above.
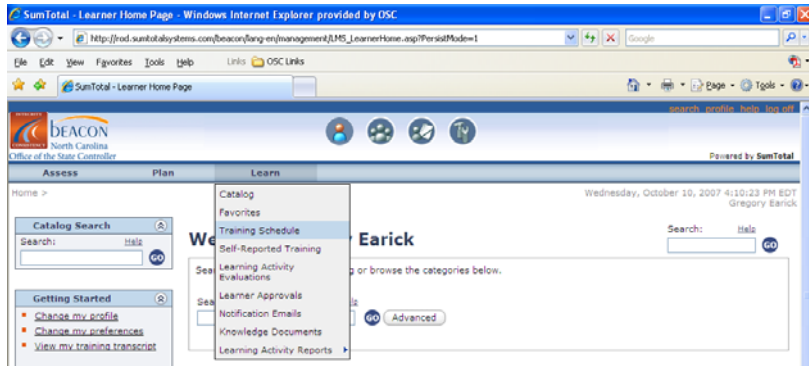
Access the Level 2 Assessment from the Core Users link on the BEACON University website.

– Level 2 assessments will have the corresponding course set as a prerequisite, so the curious user will not be able to launch the assessment before completing the class.

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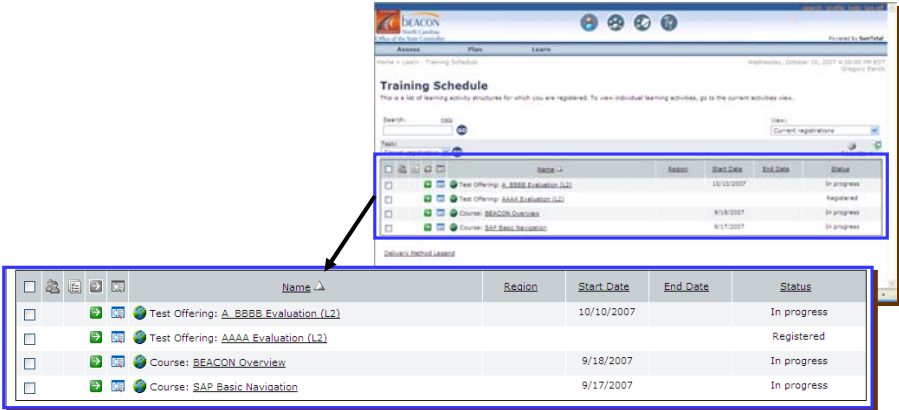**Notes:**

The assessment is listed on a learner's Training Schedule. The Training Schedule can be accessed from the Learner Home Page within the Core Users section of the BEACON University from the menu by following the menu path *Learn* > *Training Schedule* as shown above.

Continue to the next slide for additional instructions on how to access the Level 2 Assessment.

Launch the assessment by clicking on the green arrow icon next to its title in the table. The assessment will open in a new window, similar to the web-based training courses.

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Notes:

All Level 2 assessments will be titled with the course code followed by "Evaluation Level 2" so that they may be easily distinguished from the actual class listed in the schedule.

Depending on their security settings, the learner may be asked to allow an Active X component to run.

After selecting an answer for each question, click once on the Score my Quiz button at the bottom of the screen. The user will receive feedback for each answer they've chosen and a statement of the number of correct answers.

A dialogue box asking learners to choose to open or save the file ContentAdaptor.asp may appear for learners with moderately restrictive security settings. Learners should click the Cancel button on the dialogue box. This will not interfere with the learner's score and completion status being sent to the LMS.

Learners should close the assessment window by clicking the X in the upper right hand corner. After returning to the LMS window, the LMS will load a page that reflects the user's score and completion status. Learners may click the Ok button at the bottom of the screen to return to their Training Schedule or they can click the Log Off link in the upper right corner of the screen to leave the LMS.

Next Steps

- Monitor BEACON communication
- Review conceptual materials
- Access BEACON help
  - Access from an SAP transaction
  - Access on line at http://help.mybeacon.nc.gov/beaconhelp
- Practice what you've learned
  - URL: https://mybeacon.nc.gov
  - Client 899
  - Use your current NCID user name and password
- Schedule Practice Sessions
  - Transition Centers
  - Schedule a practice session

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Notes:

Continue to monitor updates on the BEACON University website for information regarding the project and future training that you are scheduled to attend.

Review your student guide to ensure you are ready for go live. Keep the materials close by as a ready reference.

Want to practice what you have learned from your desk?

- Follow the link provided above to access the training client on the BEACON website. The training client is number 899. You will be denied access to other training clients, so ensure you enter the correct client number before attempting to log on for your practice session. Your current NCID user name and password are used to access the practice environment.

Need transactional assistance after go live?

- Remember to access BEACON help when you need assistance in completing transactions. As stated above, the work instructions can be accessed either on line or by clicking on BEACON help from within an SAP transaction..

Notes:

Demonstration and Exercise Summary

Transaction	Description	Type	Page #
None	Logon to SAP	W	16
None	Preparing Upload File	D+E	25, 26
ZPTA030	Load Charge Object Assignments	D+E	60, 31
CAT2	Time Entry using Charge Objects	D	32
CATS_DA	Display Working Times	W	41
CATS_DA	Create Variant in Display Working Times	W	43

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D – Demonstration

E – Exercise

W – Walkthrough

Notes:

Knowledge Check Answers

Page #	Answers
16	1. False (Only maintain the objects) 2. C 3. True
33	1. True 2. A 3. True

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Notes: